

**POSTING DATE: August 11, 2006**

**CLOSING DATE: August 25, 2006**

**ANTICIPATED SOCIAL SERVICES INVESTIGATOR VACANCIES  
MULTIPLE WESTERN REGION LOCATIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR SOCIAL SERVICES INVESTIGATORS (These positions may be under filled at the Social Services Trainee or Connecticut Careers Trainee level).

**OPEN TO:** State Employees and The Public

<b>SALARY RANGES:</b>	<b>Social Services Trainee:</b>	<b>\$35,550.00 - \$45,352.00 annually</b>
	<b>Connecticut Careers Trainee:</b>	<b>\$37,253.00 - \$47,391.00 annually</b>
	<b>Social Services Investigator:</b>	<b>\$45,197.00 - \$56,671.00 annually</b>

**LOCATIONS:** BRIDGEPORT, DANBURY, STAMFORD, TORRINGTON AND WATERBURY

**BARGAINING UNIT:** Social and Human Services (P-2)

**PURPOSE OF CLASS:**

In the Department of Social Services, this class is accountable for independently performing a full range of tasks in investigations relevant to child support obligations and their enforcement or financial status of individuals receiving public assistance.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Social Services Investigations Supervisor, Lead Social Services Investigator or other employee of higher grade.

**SUPERVISION EXERCISED:**

May lead lower level employees as assigned.

**EXAMPLES OF DUTIES:**

Performs investigations to determine financial resources and means of support such as assets and income of absent parents, fathers of minor children, legally liable relatives or clients; determines value of real and personal property; interviews custodial and/or absent parents, alleged fathers, legally liable relatives or clients to obtain information about paternity, income, real and personal assets or location; contacts employers, public and private agencies to obtain location and/or information about absent parents, alleged fathers or legally liable relatives; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares support petitions, show cause applications, motions for modification; serves summons or orders of notice; testifies in court on cases involving support, arrearages or claims for reimbursement; reviews discontinued cases for possible redirection of child support and refund of excess child support monies or recovery of public assistance monies; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required.

**CHILD SUPPORT UNIT**

Secures acknowledgements of paternity or participates in legal proceedings to establish paternity; meets with absent parents and their attorneys in an attempt to negotiate amount of support; secures agreements to support or participates in legal proceedings to establish child and medical support; performs account reviews in accordance with Walters vs. Ginsberg consent decree; audits employer wage withholding for compliance with Beasley vs. Ginsberg lawsuit requirements.

**CLIENT FRAUD INVESTIGATION UNIT**

Determines nature and amount of client overpayment, makes historical changes in Eligibility Management System data base and institutes restitution process through reduction of benefits or billing.

**RESOURCES UNIT**

Prepares and executes Assignment of Interest in claims, estates and other assets; investigates suspected cases of fraud and interacts with Client Fraud Investigation Unit; evaluates need and estimated cost of property repairs; reviews funeral expenses and recommends disposition.



**MINIMUM QUALIFICATIONS REQUIRED****KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of investigatory methods and techniques; knowledge of property ownership and personal financial practices; knowledge of economic, social and health problems affecting family security; knowledge of court procedures and related legal instruments; interpersonal skills; oral and written communication skills; interviewing skills; ability to prepare reports; ability to perform arithmetical computations.

**EXPERIENCE AND TRAINING****General Experience:**

Five (5) years' experience in the investigation of real and personal assets or the determination of client eligibility for public assistance.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's degree in a closely related area may be substituted for the General Experience.
2. Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

***Note: These positions will be filled by candidates who are eligible for appointment as a Social Services Investigator, Social Services Trainee or Connecticut Careers Trainee, or the positions may be filled by candidates from existing Reemployment or SEBAC lists to whom we are obligated to give priority consideration.***

**APPLICATION PROCEDURE:** Candidates should forward a completed State of Connecticut Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services Human Resources Services website at [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to:

**LYNN GELZHEISER, PRINCIPAL PERSONNEL OFFICER**  
Department of Social Services  
925 Housatonic Avenue  
Bridgeport, Connecticut 06606

***NOTE: The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.***

## **An Equal Opportunity / Affirmative Action Employer**

The State of Connecticut is an equal opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.